

## Hospital Car Parking Fees Policy: Campuses which are subject to car parking development

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**Summary** NSW Health Hospital Car Parking Fees Policy: Campuses which are subject to car parking development.

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**Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Public Health System Support Division, Ministry of Health, Public Health Units

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### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

## HOSPITAL CAR PARKING FEES

### CAMPUSES WHICH ARE SUBJECT TO CAR PARKING DEVELOPMENT

#### PURPOSE

The purpose of this policy is to set out the hospital car parking fees to be applied to Hospital campuses subject to car parking development for NSW Health staff and members of the public.

#### MANDATORY REQUIREMENTS

Hospital car parking fees as described in the attached procedures are to be applied by Metropolitan Local Health Districts / Specialty Networks at hospital campuses planning to undergo or undergoing significant car park expansion works within the Sydney metropolitan area and at three major sites in the Central Coast (Gosford, Wyong) and Illawarra Shoalhaven (Wollongong) Local Health districts.

For staff, the new staff car parking fees may be phased in prior to new car park commissioning from the date of NSW Treasury approval of the car park project. This will be determined by the Local Health District/ Specialty Network on a site-by-site basis.

For public, the new public car parking fees shall apply from the commissioning date of new car parking facilities. Phasing in of new fees will be determined by the Local Health District/ Specialty Network on a site-by-site basis.

For future new car parking development in rural and regional Local Health Districts, fees (including concessional rates for eligible users) will be introduced. The level of fees will be determined on a site-by-site basis.

#### IMPLEMENTATION

Chief Executives are to ensure that the requirements of this policy directive are communicated to all appropriate staff.

Directors of Financial Operations and General Manager of those campuses subject to car parking development are responsible for the operational compliance of this policy directive and procedures.

#### REVISION HISTORY

Version	Approved by	Amendment notes
2013_031	Deputy Director General, Governance, Workforce and Corporate	New Policy

#### ATTACHMENTS

1. Hospital Car Parking Fees - Campuses which are subject to car parking development: Procedures.

**Hospital Car Parking Fees Policy: Campuses which are  
subject to car parking development**



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**Issue date:** September 2013

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## **CONTENTS**

<b>1</b>	<b>INTRODUCTION</b> .....	<b>1</b>
<b>2</b>	<b>RURAL AND REGIONAL LOCAL HEALTH DISTRICTS</b> .....	<b>1</b>
<b>3</b>	<b>METROPOLITAN LOCAL HEALTH DISTRICTS / SPECIALTY NETWORKS</b> .....	<b>1</b>
	3.1 Campuses that are not the subject of car parking development .....	1
	3.2 Campuses under long term commercial car parking contracts .....	1
	3.3 Campuses which are subject to car parking development.....	2
<b>4</b>	<b>CAR PARKING FEES – GUIDING PRINCIPLES</b> .....	<b>2</b>
<b>5</b>	<b>BASIS OF CAR PARKING FEES FOR HOSPITAL CAMPUSES THAT ARE THE SUBJECT OF CAR PARKING DEVELOPMENT</b> .....	<b>2</b>
	5.1 Basis of public car parking fees (including concessions) .....	2
	5.2 Basis of staff car parking fees .....	3
	5.3 Basis of car parking fees for other users.....	3
<b>6</b>	<b>IMPLEMENTATION</b> .....	<b>3</b>
	6.1 Public car park fees (including concessions) .....	3
	6.2 Staff car park fees .....	3
	6.3 Affected hospital campuses .....	4
	6.4 Car parking revenue.....	4
<b>7</b>	<b>PARKING SPACE LEVY</b> .....	<b>4</b>
<b>8</b>	<b>List of Attachments</b> .....	<b>5</b>

## **1 INTRODUCTION**

Currently, there are wide variations and inconsistencies in car parking fees on public health system sites for both public and staff parking. Arising from a review of current arrangements and consultation with the NSW Health unions regarding staff parking, the following car park fees policy applies for NSW Health staff and members of the public.

## **2 RURAL AND REGIONAL LOCAL HEALTH DISTRICTS**

There will be no change to present car park fee arrangements for campuses operated by the seven rural and regional Local Health Districts and which are not subject to car parking development. Changes, if any, for existing staff and public car parking will continue to be determined by the Local Health District, as per current practice.

It is noted that in Hunter New England Local Health District, there are parking fees for several hospital campuses, including staff parking fees under a Car Park Agreement signed in 2009 between the then Area Health Service and the union groups.

In other rural and regional Local Health Districts, generally there are no parking fees. However, when new car park facilities are needed in the future, fees will be introduced typically from the commissioning date of new car parking facilities to fund new car park costs. The level of staff and public parking fees at rural and regional sites will be determined on a site-by-site basis.

## **3 METROPOLITAN LOCAL HEALTH DISTRICTS / SPECIALTY NETWORKS**

### **3.1 Campuses that are not the subject of car parking development**

There will be no change to present car park fee arrangements for campuses within the metropolitan Local Health Districts/ Specialty Networks which are not the subject of car parking development. Charges for existing staff and public car parking will continue to be determined by the Local Health District or Specialty Network, as per current practice.

In the future, if car parking development is planned and implemented, the fees policy for campuses which are subject to car parking development will apply.

### **3.2 Campuses under long term commercial car parking contracts**

There are a number of hospital sites in the Sydney metropolitan area with existing commercial / Public Private Partnership ('PPP') car parking contractual arrangements. They are:

- Royal North Shore;
- Liverpool;
- Sydney Hospital & Sydney Eye Hospital;

- Prince of Wales campus (including Royal Hospital for Women and Sydney Children's Hospital);
- St George; and
- Canterbury

At these sites, the existing contractual arrangements continue in place.

In the event of future car park expansion at the above sites, changes may be introduced, subject to agreement between the contracting parties in accordance with existing contract terms.

### **3.3 Campuses which are subject to car parking development**

At hospital campuses planning to undergo or undergoing significant car park expansion works within the Sydney metropolitan area and at three major hospital sites in the Central Coast (Gosford; Wyong) and Illawarra Shoalhaven (Wollongong) Local Health Districts, the policy as detailed in Sections 4 to 7 below will be implemented.

## **4 CAR PARKING FEES – GUIDING PRINCIPLES**

Pricing for car parking incorporates the following guiding principles:

- Support a sustainable model for the procurement, funding and operation of new hospital car parks.
- Support equitable, transparent and sustainable accessibility to health campuses for all users including patients, visitors and staff, including those with special needs.
- Recognise that the parking needs of many patients and visitors need to be met on-site.
- Ensure economic viability towards the development of new car park infrastructure.
- Improve traffic management around health campuses.
- Ensure the fees policy complements the Government's State Plan to encourage greater public transport usage, particularly increasing the proportion of total journeys to work by public transport, while recognising that many health care workers are shift workers and public transport may not provide a suitable level of accessibility at all times.

## **5 BASIS OF CAR PARKING FEES FOR HOSPITAL CAMPUSES THAT ARE THE SUBJECT OF CAR PARKING DEVELOPMENT**

### **5.1 Basis of public car parking fees (including concessions)**

- Public parking (other than staff) will be linked to market rates to avoid long term parking by non-hospital users.
- Concessional parking pricing arrangements for eligible users and volunteers will be determined by the Local Health District/ Specialty Network in accordance with the guidelines for concessional fees and eligibility (refer to **Schedule 2** – Guidelines for concessional fees and eligibility).

- The setting of the new public parking fees also takes into account the principles at Section 4 above.

## **5.2 Basis of staff car parking fees**

- Parking fees for health employees need to be applied in a consistent manner for hospital campuses planning to undergo or undergoing significant car park expansion works across Sydney and key hospital sites in the Central Coast and Illawarra Shoalhaven Local Health Districts.
- The setting of the new staff parking fees takes into account public transport fares to encourage employees to use public transport (refer to **Appendix 1** – Public Transport Fares, as at January 2013).
- The setting of the new staff parking fees also takes into account the principles at Section 4 above.

## **5.3 Basis of car parking fees for other users**

- Car parking fees for other users of hospital car parking facilities including Visiting Medical Officers (VMOs), contractors and university personnel will continue to be determined by the Local Health District/ Specialty Network.

# **6 IMPLEMENTATION**

## **6.1 Public car park fees (including concessions)**

- Time based hourly fees will be implemented. Parking for the first 15 minutes will be free.
- A base schedule of fees will apply as a minimum, plus a local adjustment rate (if applicable).
- The local adjustment rate is based on locality and will be site-specific and linked to market rates. The local adjustment rate will be determined by the Local Health District/ Specialty Network during the business case and project approval process.
- Public car parking fees will apply per **Schedule 1** as varied from time to time.
- Guidelines for concessional fees and eligibility are set out in **Schedule 2**.
- The new public car parking fees will apply across the whole campus.
- For hospital campuses planning to undergo or undergoing significant car park expansion works, the new public fees shall apply from the commissioning date of new car parking facilities. Phasing in of new public fees will be determined by the Local Health District/ Specialty Network on a site-by-site basis.

## **6.2 Staff car park fees**

- Staff car parking fees will initially be set at a standard level as outlined in **Schedule 3**.
- The new staff car parking fees will apply across the whole campus.

- Parking fees may be deducted from an employee's pre-tax earnings, to minimise the impost to the employee.
- For hospital campuses planning to undergo or undergoing significant car park expansion works, the full weekly amount for staff car parking fees shall apply from the commissioning date of new car parking facilities.
- The new staff car parking fees may be phased in prior to new car park commissioning from the date of NSW Treasury approval of the car park project. This will be determined by the Local Health District/ Specialty Network on a site by site basis.
- As part of fees policy implementation, the Local Health District/ Specialty Network shall review staff parking allocation practices so that the number of staff issued with parking permits aligns with the number of parking spaces allocated for staff parking. A review and/or re-issue of parking permits prior to completion of car park developments may be conducted by the Local Health District/ Specialty Network.
- The Children's Hospital at Westmead has implemented revised arrangements (effective 1 July 2012), including management of waiting list and priorities for allocation of staff parking. Similar arrangements may be adapted to sites which are subject of car park developments.

### **6.3 Affected hospital campuses**

- The list of hospital campuses currently affected by this policy and the implementation schedule of the commissioning of new car parking facilities is set out at **Schedule 4**.

### **6.4 Car parking revenue**

Additional parking revenue arising from new capital developments that are funded under the model will be utilised in the first instance to repay capital cost of construction. Any remaining revenue will then be applied (in no particular order) to:

- Operation and maintenance of car parks;
- Update/replacement of equipment;
- Future repairs to access roads and pathways;
- Improved lighting and signage;
- Costs associated with ways to encourage greater use of public or non-motor vehicle transport (e.g. showers for people travelling by bicycle, shuttle bus services).

## **7 PARKING SPACE LEVY**

For those hospital sites in a leviable district under the *Parking Space Levy Act and Regulation 2009*, the cost of the Parking Space Levy continues to be payable by NSW Health employees in accordance with the provisions of Policy Directive PD2007\_029 'Motor Vehicles - Use of Within NSW Health', as may be amended from time to time.

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## **8 List of Attachments**

- 1. Schedule 1: Public car parking fees for hospital campuses which are subject to car parking development**
- 2. Schedule 2: Guidelines for concessional fees and eligibility**
- 3. Schedule 3: Staff car parking fees for hospital campuses which are subject to car parking development**
- 4. Schedule 4: Hospital campuses which are subject to car parking development**
- 5. Appendix 1: Public transport fares – as at January 2013**

## **Schedule 1: Public car parking fees for hospital campuses which are subject to car parking development**

- As at 1 July 2013, the public parking base schedule of fees will be as follows:

<b>Duration</b>	<b>Base Rate (incl. GST)</b>
First 15 minutes	Free
> ¼ hr – 1 hr	\$6.00
> 1 hr – 2 hrs	\$9.00
> 2 hrs – 3 hrs	\$12.00
> 3 hrs – 4 hrs	\$14.00
> 4 hrs – 5 hrs	\$16.00
> 5 hrs	\$18.00
Maximum daily fee	\$18.00

In addition to the above, local adjustment rates may apply. Due to such rates, fees may be different on each site.

- The new public car parking fees shall apply from the commissioning date of new car parking facilities. Phasing in of new fees will be determined by the Local Health District/ Specialty Network on a site-by-site basis.
- From 1 July 2014 onwards, parking fees will be adjusted annually in line with inflation.
- The change will take effect from 1 July each year and be adjusted by the CPI for Sydney based on the preceding September, December, March and June quarter indices. The resultant amount will be rounded to the nearest 10 cents.

## Schedule 2: Guidelines for concessional fees and eligibility

Concession rates shall apply to those who are eligible.

### *Eligibility*

The following groups/categories of Hospital Campus visitors and patients are eligible to obtain Concession Rates when parked in a designated gated parking area:

- (a) holders of a RTA issued Disabled Parking Permit;
- (b) holders of a Blue Pension Card;
- (c) holders of a Gold Veterans Affairs Card;
- (d) holders of a Maroon and Yellow Health Care Card;
- (e) Centrelink beneficiaries;
- (f) ongoing cancer treatment patients;
- (g) patients and patient carers attending more frequently than twice weekly;
- (h) Cardiac Rehabilitation education and exercise class attendees (if applicable);
- (i) daily dressing outpatients; and
- (j) Health Promotion Education class attendees (if applicable).

Appropriate identification must be produced on each occasion to obtain a concession rate.

- (a) For category (a) through (d) visitors and patients, identification must be in the form of the applicable RTA-issued or Government agency-issued permit or card.
- (b) For category (e) visitors and patients, identification may be in the form of a Centrelink Card.
- (c) For category (f) through (j) visitors and patients, identification may be in the form of an appointment card or letter from the relevant hospital department.

### *Concession Rates*

<b>Duration</b>	<b>Fees (including GST)</b>	<b>Notes</b>
0-3 hours	Free	
1 Exit only	\$5.00	Single visit tickets are valid for one entry and one exit only.
3-day ticket	\$10.00	Frequent use tickets allow for multiple entries and exits to the Hospital Campus and are issued in 3-day and 7-day tickets.
7-day ticket	\$20.00	

Concession rate fees are to be indexed annually.

Concessional rates will be obtainable from the Car Park Office.

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*Volunteers*

Hospital campus volunteers and registered volunteers shall be entitled to free parking, subject to availability.

Hospital campus volunteers are required to produce Local Health District/ Specialty Network hospital identification indicating volunteer status.

Registered volunteers are required to request free parking in writing to the Car Park Office. The Supervisor will issue a pass which will be activated to give access to parking.

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### **Schedule 3: Staff car parking fees for hospital campuses which are subject to car parking development**

- As at 1 July 2013, staff car parking fees will be set at a standard level of \$21 per week (inclusive of GST).
- The new staff car parking fees may be phased in prior to new car park commissioning from the date of NSW Treasury approval of the car park project. This will be determined by the Local Health District/ Specialty Network on a site-by-site basis.
- From 1 July 2014 onwards, parking fees under this Policy will be adjusted annually in line with inflation. The change will take effect from 1 July each year and be adjusted by the CPI for Sydney based on the preceding September, December, March and June quarter indices. The resultant weekly amount will be rounded to the nearest 10 cents.
- Part time staff will pay a proportionate fee of the weekly amount, reflecting the proportion that their work bears to full-time employment, or other similar arrangement.

## **Schedule 4: Hospital campuses which are subject to car parking development**

As at mid 2013, the list of hospital campuses currently affected by this policy and the implementation schedule of the commissioning of new car parking facilities through car parking development is shown in the following table:

<b>Hospital site</b>	<b>Local Health District/ Specialty Network</b>	<b>Planned commissioning of new car parking facilities <sup>(1)</sup></b>
Nepean	Nepean Blue Mountains	3 <sup>rd</sup> quarter 2013
Blacktown	Western Sydney	1 <sup>st</sup> quarter 2014
Wollongong	Illawarra Shoalhaven	4 <sup>th</sup> quarter 2015

Note: (1) Based on current construction program as at January 2013 and subject to change.

There are other hospital campuses in the planning phase of car parking development including Westmead and Sutherland. Subject to the business case and Government approval, new parking fees will apply to those developments.

**Appendix 1: PUBLIC TRANSPORT FARES – AS AT JANUARY 2013 (FOR INFORMATION PURPOSES)**

The following table sets out public transport fares, as at January 2013:

		Weekly Fare (Travel 10 in case of Sydney Buses)
MyTrain	Up to 10 km	\$27.00
MyTrain	10-20 km	\$34.00
MyTrain	20-35 km	\$40.00
MyMulti 1		\$44.00
MyMulti 2		\$52.00
MyMulti 3		\$61.00
MyBus 1 Travel 10	1-2 Sections	\$17.60
MyBus 2 Travel 10	3-5 Sections	\$28.80
MyBus 3 Travel 10	6+ Sections	\$36.80